

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler Elementary DATE REQUEST SUBMITTED: Feb. 6, 2018  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Sappho Chow  
DATE OF FIELD TRIP: February 12, 2018 DATE OF RETURN: February 16, 2018  
TIME OF DEPARTURE: 9:00am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 1:30pm  
DESTINATION (include address): 9900 Pescadero Creek Rd. Loma Mar, CA 94021  
DISTANCE FROM SCHOOL SITE (one way): 45 miles (Exploring New Horizons)  
TOTAL NUMBER OF PARTICIPANTS: 88 NUMBER OF STUDENTS: 84 NUMBER OF ADULTS: 4  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Camp cabins  
MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☒ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: East Side School District  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial) (shared w/ Burnett)  
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_  
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's initial) ☐ \_\_\_\_\_ (Purchasing/Contracts Initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): This trip provides a hands-on, experimental approach to the Next Generation Science standards and focuses on adventure, self discoveries and environmental stewardship.

COST ANALYSIS: Transportation Cost: \$ 2100 Other Fees: \$ 27,720 Total Cost: \$ 29,820

HOW WILL THIS BE PAID? Parents & fundraisers

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: PTA, families (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ ( ) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

RECEIVED  
MUSD

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

FEB 9 2018  
REVISED MAR 2012 bl

rec'd 2/14/18

Business Services



William Burnett Elementary School  
Richard Julian, Principal [rjulian@musd.org](mailto:rjulian@musd.org)  
Hanna Asrat, Assistant Principal [hasrat@musd.org](mailto:hasrat@musd.org)  
Phone: 408-635-2650

Milpitas Unified School District  
1331 E. Calaveras Blvd.  
Milpitas, CA 95035  
Fax: 408-635-2655

February 12, 2018

Board of Education  
Milpitas Unified School District  
1331 East Calaveras Blvd.  
Milpitas, CA 95035

Dear Board of Education:

William Burnett Elementary School requests permission to send approximately 32 SDC students to the Monterey Bay Aquarium, **located at 886 Cannery Row, in Monterey, California.** The group will leave on Thursday, March 1<sup>st</sup>, 2018 at approximately 8:15 a.m. and will be returning Thursday, March 1<sup>st</sup>, 2018 at approximately 3:30 p.m. Transportation will be by bus. The SDC students from Burnett Elementary School will be going with the SDC students from Rose Elementary School. The focus of the day will support science NGSS Standards that animal structures adapt for survival of species.

Thank you very much for your consideration of this opportunity for our SDC students.

Sincerely,

Richard Julian, Principal  
William Burnett Elementary School

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Burnett DATE REQUEST SUBMITTED: 2/12/18  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: SDC classes CMs. Tryjillo, Ellis, Walko  
DATE OF FIELD TRIP: 3/1/18 DATE OF RETURN: 3/1/18  
TIME OF DEPARTURE: 8:15 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:00 pm  
DESTINATION (include address): Monterey Bay Aquarium  
DISTANCE FROM SCHOOL SITE (one way): 57 miles  
TOTAL NUMBER OF PARTICIPANTS: 64 NUMBER OF STUDENTS: 32 NUMBER OF ADULTS: 32  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A  
MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (initial)  
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: —  
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.  
Check box and initial after verification: ☐ (Principal's Initial) ☐ (Purchasing/Contracts Initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Educational field trip

COST ANALYSIS: Transportation Cost: \$ 629.35 Other Fees: \$ 0 Total Cost: \$ 629.35

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	80	5809	80	1110	1000	027002	14	0000

REQUISITION # 195917 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Miguel Tryjillo

PRINCIPAL'S SIGNATURE: [Signature] ( ☒ Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_  
Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_  
*2 I will take to Board 3/13/18. The Rose approval for the same bus already went to the Board. Burnett classes should have been on the same agenda item.*

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

REVISED MAR 2012 bll

## MILPITAS UNIFIED SCHOOL DISTRICT

## APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler DATE REQUEST SUBMITTED: 2/7/18

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: \_\_\_\_\_

DATE OF FIELD TRIP: March 22 & 23 DATE OF RETURN: March 22, 23TIME OF DEPARTURE: 7:30am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 5:30DESTINATION (include address): Angel Island Immigration StationDISTANCE FROM SCHOOL SITE (one way): 45-50 miles -TOTAL NUMBER OF PARTICIPANTS: 188 NUMBER OF STUDENTS: 165 NUMBER OF ADULTS: 23IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/AMODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student / Ferry Blue & Gold FleetBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's Initial) ☐ \_\_\_\_\_ (Purchasing/Contracts Initial)PURPOSE OF TRIP (Explain how trip relates to curriculum): Social Studies curriculumCOST ANALYSIS: Transportation Cost: \$ 6,084 Other Fees: \$ 546 Total Cost: \$ 6,630

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
									0000

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: Students / PTA Fund (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: Jacqueline Helms

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ ( ) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

REVISED MAR 2012 bli

57/31

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: AHJ DATE REQUEST SUBMITTED: 2-27-18

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: STEADY REBATE SCHLES

DATE OF FIELD TRIP: 3-22-18 Thur DATE OF RETURN: 3-25-18 Sun

TIME OF DEPARTURE: 11 PM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 6 PM

DESTINATION (include address): Northland Christian School 4365 Sylvanfield Houston TX

DISTANCE FROM SCHOOL SITE (one way): 1,848 miles

TOTAL NUMBER OF PARTICIPANTS: 4 NUMBER OF STUDENTS: 2 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Club Quarters Hotel, Fannin St Houston

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
Taxi, Airline

IF USING A CHARTERED BUS, IDENTIFY COMPANY: \_\_\_\_\_

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ \_\_\_\_\_ (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☒ AK (Principal's Initial) ☐ \_\_\_\_\_ (Purchasing/Contracts Initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Kandi King Rebate Round Robin

COST ANALYSIS: Transportation Cost: \$ 1000 Other Fees: \$ Hotel 700 Total Cost: \$ 1700

HOW WILL THIS BE PAID (Sub)

CHARGE TO ACCOUNT: 

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
010	0000	0	1157	00	H10	1000	073400	041	0000

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: ASB 230,490 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ ( ) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher REVISED MAR 2012 bil

SHIPPED FEB 28 2018

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**  
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Joseph Weller DATE REQUEST SUBMITTED: 2/8/18  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: John Quany + Naomi Newstrom  
DATE OF FIELD TRIP: 3/28/18 DATE OF RETURN: 3/28/18  
TIME OF DEPARTURE: 7:15 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 5:00 pm  
DESTINATION (include address): Blue + Gold Fleet Pier 41 Marine Terminal, San Francisco  
DISTANCE FROM SCHOOL SITE (one way): 44.2 miles  
TOTAL NUMBER OF PARTICIPANTS: 75 NUMBER OF STUDENTS: 63 NUMBER OF ADULTS: 12  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: \_\_\_\_\_

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student SCUSD  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (initial) **CONDITIONAL APPROVAL**  
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_ Insurance Expires on 07/01/17  
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's initial) ☐ \_\_\_\_\_ (Purchasing/Contracts initial)  
PURPOSE OF TRIP (Explain how trip relates to curriculum): Learn more about Chinese immigration in the early 1900's

COST ANALYSIS: Transportation Cost: \$ 1588.75 Other Fees: \$ 234 Total Cost: \$ 1822.75

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # 198584 (attached) 198579 or other explanation of how fees will be paid: Parent (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: Gloria J. Padilla

☒ Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Carmel Curtner Elementary DATE REQUEST SUBMITTED: 01-11-18  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Julia Ode, Rachel Thompson, Stephanie Tran, Vy Phung  
DATE OF FIELD TRIP: March 28, 2018 DATE OF RETURN: March 28, 2018  
TIME OF DEPARTURE: 9 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 1:30 pm  
DESTINATION (include address): Mission San Juan Bautista 406 2nd St., San Juan Bautista, CA 95045  
DISTANCE FROM SCHOOL SITE (one way): 54 miles  
TOTAL NUMBER OF PARTICIPANTS: 18 NUMBER OF STUDENTS: 111 NUMBER OF ADULTS: 129

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: \_\_\_\_\_  
MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: Fisrt Student  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ ST (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_  
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.  
Check box and Initial after verification: ☐ \_\_\_\_\_ (Principal's Initial) ☐ \_\_\_\_\_ (Purchasing/Contracts Initial)  
PURPOSE OF TRIP (Explain how trip relates to curriculum): Will see a historic mission after learning about CA's mission system in social studies.

COST ANALYSIS: Transportation Cost: \$ 145.70 Other Fees: \$ 150.0 Total Cost: \$ \_\_\_\_\_

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
<u>910</u>	<u>000</u>	<u>0</u>	<u>5007</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>027002</u>	<u>9015</u>	<u>0000</u>	

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)  
REQUESTOR'S SIGNATURE: Stephanie Tran  
PRINCIPAL'S SIGNATURE: [Signature] Approved ☒ ( ) Not approved

Only use this section if needed:  
★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_  
Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_  
★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required.  
T included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.  
( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

55/3-1  
OP-40

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**  
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Joseph Weller Elementary DATE REQUEST SUBMITTED: 2/15/18  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Chelsea Andon  
DATE OF FIELD TRIP: 5/3/18 DATE OF RETURN: 5/3/18  
TIME OF DEPARTURE: 8:30 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30 pm  
DESTINATION (include address): AT&T Park 24 Willie Mays Plaza, San Francisco, CA 94107.  
DISTANCE FROM SCHOOL SITE (one way): 48 miles -  
TOTAL NUMBER OF PARTICIPANTS: 56 NUMBER OF STUDENTS: 44 NUMBER OF ADULTS: 12  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: \_\_\_\_\_

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Michael's Transportation Service

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ ST (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's initial) ☐ \_\_\_\_\_ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): CCSS 3.G.A.1 Identify and categorize various shapes in real world situations. Students will participate in Giants Geometry tour.

COST ANALYSIS: Transportation Cost: \$ 907.00 Other Fees: \$ 900.00 Total Cost: \$ 1,807.00

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # 198580 <sup>198577</sup> (attached) or other explanation of how fees will be paid: Parents (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Chelsea Andon

PRINCIPAL'S SIGNATURE: Alicia J. Padella (X) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_



JT/2-2

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler DATE REQUEST SUBMITTED: 2-13-18  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 2nd gr - Starr, Wahlander, Zapata  
DATE OF FIELD TRIP: 5-3-18 DATE OF RETURN: same  
TIME OF DEPARTURE: 8:30 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:45  
DESTINATION (include address): Academy of Science - 55 Music Concourse Dr. San Francisco  
DISTANCE FROM SCHOOL SITE (one way): 47 miles  
TOTAL NUMBER OF PARTICIPANTS: 90 NUMBER OF STUDENTS: 72 NUMBER OF ADULTS: 18

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: n/a

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: -

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ (Principal's initial) ☐ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Students will have the opportunity to experience and interact with exhibits on several ecosystems as a culminating activity for our SEAL unit.

COST ANALYSIS: Transportation Cost: \$ 1212.00 Other Fees: \$ 924- Total Cost: \$ 2136-

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] ( ) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_  
Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.  
( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

11/2-8  
OP-40

SCHOOL: Weller DATE REQUEST SUBMITTED: 11-6-17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Kinder

DATE OF FIELD TRIP: 5/11/18 DATE OF RETURN: 5/11/18

TIME OF DEPARTURE: 8:30 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30 pm

DESTINATION (include address): Monterey Bay Aquarium

DISTANCE FROM SCHOOL SITE (one way): 80 miles

TOTAL NUMBER OF PARTICIPANTS: 70 NUMBER OF STUDENTS: 50 NUMBER OF ADULTS: 20

OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: FUSD (FREMONT UNIFIED SCHOOL DISTRICT)

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's Initial) ☐ \_\_\_\_\_ (Purchasing/Contracts Initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Kinders are studying Ecosystems

for their SEAL Unit. The ocean is one biom they will learn

about. Seeing real plants + animals + the ocean will help

them learn more and make more connections of what they are learning in class

COST ANALYSIS: Transportation Cost: \$ 1214 Other Fees: \$ 0 Total Cost: \$ 1214

HOW WILL THIS BE PAID? Parents

CHARGE TO ACCOUNT: 

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
010	0000	0	5807	00	1110	1000	02700002	011	0000

REQUISITION # 186258 (attached) or other explanation of how fees will be paid: parents (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Alexandra Von Tersch

PRINCIPAL'S SIGNATURE: Alicia J. Padilla ☒ Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

REVISED MAR 2012 bll

5T/3-1

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Joseph Weller DATE REQUEST SUBMITTED: 1/23/18

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Hoang / 2<sup>nd</sup> grade team

DATE OF FIELD TRIP: May 3, 2018 DATE OF RETURN: May 3, 2018

TIME OF DEPARTURE: 7:45 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2 PM

DESTINATION (include address): Pinnacles National Park

DISTANCE FROM SCHOOL SITE (one way): 83.8 miles

TOTAL NUMBER OF PARTICIPANTS: 90 NUMBER OF STUDENTS: 72 NUMBER OF ADULTS: 18

OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: —

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student Charter Bus

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: —

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ (Principal's Initial) ☒ — (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): In our current SEAL unit, the students learned about weathering, erosion, and geology. They'll be able to see examples of this at the park.

COST ANALYSIS: Transportation Cost: \$ 1,521 Other Fees: \$ 0 Total Cost: \$ 1,521

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # 198574 (attached) or other explanation of how fees will be paid: Parents (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Alicia Hoang

PRINCIPAL'S SIGNATURE: Alicia J. Padilla (X) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts —

Assistant Superintendent, Business Services signature (or designee): —

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) —

5T/2-28

OP-40

MILPITAS UNIFIED SCHOOL DISTRICT

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Curtner DATE REQUEST SUBMITTED: 2-5-18

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 2nd Grade

DATE OF FIELD TRIP: 5-31-18 DATE OF RETURN: 5-31-18

TIME OF DEPARTURE: 9:30 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30

DESTINATION (include address): Pier 15 Embarcadero San Francisco

DISTANCE FROM SCHOOL SITE (one way): 46 miles

TOTAL NUMBER OF PARTICIPANTS: 156 NUMBER OF STUDENTS: 124 NUMBER OF ADULTS: 32

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: n/a

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ ST (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ \_\_\_\_\_ (Principal's initial) ☐ \_\_\_\_\_ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): STEAM lessons on activities

COST ANALYSIS: Transportation Cost: \$ 1,695.78 Other Fees: \$ 1,120.00 Total Cost: \$ 2,815.78  
(admission)

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # 195824 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ Approved ( ) Not Approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_